

Vacancy: Teaching Assistant

Northern House School Pupil Referral Unit

Date: June 2016

Northern
House
School



Dear Applicant,

Thank you for your enquiry regarding the above position. This post is offered on a permanent contract on NJC Pay and Conditions (Rest of England and Wales).

Applicants should ensure that all parts of the application form are completed, together with a covering letter of no more than two sides of A4, in which you must demonstrate what you can bring to **Northern House School Pupil Referral Unit**. CVs alone will not be considered.

The provision is at an exciting phase in its development, on the 1st September 2016 it will convert to an Academy, falling under the sponsorship of Northern House School Academy Trust.

In recent times the provision has had its challenges, however, under the leadership of the school's new Headteacher and a rejuvenated base of staff, under the guidance of Northern House School Academy Trust, the provision aims to make rapid improvements in everything it does. The provision is aiming to go beyond outstanding and be centre to supporting all children within Wolverhampton and beyond.

If you would like more information, or if you would like a tour of the school, please get in touch. I hope you will be interested in taking your initial enquiries further and look forward to receiving your completed application form, equal opportunities statement, cover letter, additional supporting statement and CV. Please ensure your covering letter and supporting statement address the person specification and your reasons for applying for the post.

Applications by email are encouraged and must be sent to jobs@northernhouse.org.uk by noon on 29/06/2018. Unfortunately, we are only able to offer feedback to short-listed candidates.

Yours faithfully,

Adam Price

Executive Head teacher

Vacancy: Teaching Assistant

Northern House School Pupil Referral Unit

Date: June 2016



About Northern House School (City of Wolverhampton) Pupil Referral Unit

The provision shares the same site as Northern House School PRU, that caters for 30 children aged 5-11 with Social, Emotional and Mental Health difficulties (SEMH).

Our provision is fortunate in that it has access to the many amenities afforded to this large SEMH school.

Many of our pupils are unable to attend main stream school, they may be excluded, or otherwise unable to attend a mainstream school due to a variety of factors. Many of them have had numerous things happen to them in their short lives to deal with than many adults have to deal with in their entire life time.

Before attending our provision, many pupils have experienced 'failure' in a conventional mainstream setting, often resulting in attainment below the national expectations and significant self-esteem and confidence issues. At Northern House School PRU we aim to nurture pupils by building trusting relationships, enabling pupils to feel valued and to develop self-worth, raising self-esteem and supporting them to engage with learning, leading to achievement and experiencing success.

Our main focus rests on supporting all pupils, regardless of their starting points to reach their academic, emotional and social potential – we want pupils to be the best they can be, enabling them to move on and become a functioning member of society. This is achieved by challenging pupils and staff to take the next step in their personal development.

It is also common for our pupils to arrive with limited and underdeveloped skills due to missed opportunities and challenging behaviour acting as a barrier to learning. At Northern House School (City of Wolverhampton) Pupil Referral Unit, pupils are valued as individuals and time is taken to identify learning styles and to understand the needs of the child. This approach allows us to identify activities and learning opportunities to close the gap and to move children along their educational journey.

As a result, we work closely with all schools in order to offer short term placements, ensuring these children receive an outstanding level of education, as well as nurturing and support, so ensuring they remain on an even keel at such time they are integrated into a mainstream school or placed into a special school. We while measures and actions are put in place in order to place these children in the best possible environment.

Throughout our Trust, we regularly feature pupils' work and successes on our websites and seek to include all our children in school performances and off-site learning activities, experiences from which they may have been excluded in the past.

Our pupils receive a broad and balanced curriculum, aiming to meet their individual special educational needs. The school is committed to equal opportunities and all our pupils are expected to leave school with accredited qualifications. At all times pupils and staff are expected to work and behave responsibly, showing respect and consideration for others.

Vacancy: Teaching Assistant

Northern House School Pupil Referral Unit

Date: June 2016



We are developing a culture of aspiration, achievement and personal growth for all pupils and we are committed to broadening their experiences through our enrichment programme.

The school and the Trust appreciate the hard work and dedication of the pupils, their teachers and support staff and I enjoy good communication with all our families. We put ourselves through twice yearly and rigorous self-evaluation. Our school motto is '**Believe, Achieve, Succeed**' so you can see this is not merely a slogan but a guiding principle for whole school improvement.

Safeguarding

Northern House School Academy Trust is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All applicants will be subject to a rigorous, Enhanced Disclosure and Barring Service (DBS) check and all references obtained will be checked for authenticity and accuracy.

We are an Equal Opportunities employer and welcome applications from all members of the community.

Information for Job Applicants - Safeguarding of Vulnerable Groups, including children

Please read this important information if the post for which you are applying is classed as Regulated Activity with regard to working or having contact with Vulnerable Groups, including Children.

1. Exemption Orders to the Rehabilitation of Offenders Act 1974 permit us to ask you to tell us about all convictions or cautions on your application form. You are obliged to tell us.

2. Under the Disclosure & Barring Service Scheme, we will need to check that you are not barred from working or having contact with Vulnerable Groups, including Children (according to the post).

Currently we will discover this from an application by you for an Enhanced DBS check for Regulated Activity, which we will arrange for you.

3. As we have children under the age of 8 on site, we will also check that you have not been barred from working with young children due to the 'disqualification by association' legislation which is set out in the DFE's 'Keeping children safe in education' guidance

4. If you are already barred from working with either Children or Vulnerable Groups, we cannot by law employ you for this post, and you will commit an offence by making an application.

Vacancy: Teaching Assistant

Northern House School Pupil Referral Unit

Date: June 2016



5. If you are not barred, a criminal record will not automatically bar you from employment, but you may be required to attend a meeting with a Senior Officer to discuss the details of your record.

6. All information provided by you and the DBS Disclosure, will be kept secure and only made available to persons who need to view it for employment purposes. It will be destroyed after use. We will comply with the DBS Code of Conduct relating to storage and security of all Disclosure information.

NORTHERN HOUSE SCHOOL PUPIL REFERRAL UNIT
PERSONNEL SPECIFICATION

Post Designation: TEACHING ASSISTANT

Job purpose and Role: Working with Primary aged pupils who attend Northern House School Pupil Referral Unit due to their emotional, behavioural and Mental Health difficulties.

| FACTORS | ESSENTIAL | DESIRABLE | HOW IDENTIFIED |
|--|--|--|---|
| Qualifications | Good general level of education <u>Scale 2</u> : NVQ for TA's level 2, NVQ level 2 in Early Years Care and Education or minimum 2 years relevant experience | ICT skills, GCSE English and Maths or equivalent Post 16 formal qualifications | Application form Interview |
| Training | Willingness to attend school based and external training as appropriate to personal (identified) need and the requirements of The Kingston Centre. | | Interview |
| Experience | Experience of working with Primary aged pupils. | Experience of working with pupils who have emotional, behavioural and social difficulties. | Application form |
| Special Knowledge/Skills | Effective communication skills. Ability to work in a team and with a wider audience. | Have knowledge and experience of setting limits to help children manage their own behaviour. | Application form References Interview |
| Personal Qualities | Good interpersonal skills. A willingness to work as part of a team. | | Application form References Interview |
| Interest and Motivation relevant to the job | An interest in working with pupils who have difficulty making good choices. | | Interview |
| Commitment | Commitment to the aims, objectives and ethos of The Kingston Centre Pupil Referral Unit. | | Interview |

Vacancy: Teaching Assistant

Northern House School (City of Wolverhampton) Pupil Referral Unit



Date: June 2018

JOB DESCRIPTION

| | |
|-----------------------|--|
| Job Title | Teaching Assistant |
| Band/Job Group | Grade 4 starting point 8 Pro Rata - £17,772 FTE - £12,808 - Actual |
| Hours/Week | 31.25 / 44.5 dependant on continuous service. Term time only |
| School | Northern House School PRU |
| Responsible to | Executive Head Teacher / Head of School |

Job Summary

- To provide classroom support to pupils under the direction of the teacher.
- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- To drive and/or escort minibuses to provide transport of pupils to and from their homes or any other reasonable location (if applicable)

Additional duties and responsibilities

Support to Pupils

- Clarify and explain instructions
- To facilitate the pupils development and skills in the use of resources including ICT.
- Motivate and encourage pupils to interact with others and engage in teacher led activities
- Assisting pupils with dress/ changing for activities/ personal hygiene.
- To support individual/group work across the curriculum to raise levels of achievement.
- Care and welfare of pupils to include toileting and feeding as required.
- Specialist support to pupils in line with a Statement of Special Needs or planned provision (IEP/ISP) and Personal Care Programmes
- Where appropriate taking charge of a group or class in an emergency situation under the direction and control of the Head Teacher, or other designated member of staff, for a period not greater than one working day.

Support to School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake a period of duty during the school lunch break, subject to being given a reasonable rest period
- Contact and links with those with parental responsibility during the working day, as part of the normal consultative and educational process.
- To contribute to the development of, and maintain school policies and procedures.
- Preparation of rooms, equipment and displays.
- Maintain school routine.
- To promote high standards of behaviour throughout school in accordance with Discipline and Behaviour Policy.
- Support ethos of school.

Vacancy: Teaching Assistant

Northern House School (City of Wolverhampton) Pupil Referral Unit

Northern
House
School



Date: June 2018

- Maintenance of safe environment.
- Liaise with parents about transport arrangements and pupil behaviour.
- Assist with the supervision of pupils out of lesson time, including before and after school and break times.

Support to Teachers

- Contact with parents as part of normal constructive, consultative and educational process, e.g. parents evenings.
- To deliver pre-planned programmes of work.
- Planning and organisation of activities for children and support to teachers in the completion of assessment and other pupil records.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote pupils' good behaviour, dealing promptly with conflict and incidence in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Administer and invigilate routine tests and undertake routine marking of pupils' work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils work.
- Undertaking duties on a rota basis during mid-morning and mid-afternoon breaks.
- To assist the teacher with supervision of pupils on school trips/visits.
- Keeping materials and equipment in tidy/safe manner.
- Liaison with teachers and other staff to obtain, exchange and record information on pupils in accordance with school policy.
- Support the supervision of individuals/groups of pupils.
- Provide clerical/admin support, e.g. photocopying, typing, filing etc.

Support with Curriculum

- To contribute to the development of curriculum policies.
- To assist in the teaching of the curriculum.
- Support to teachers in the assessment and monitoring of pupils, in accordance with school policy.
- Contribute to development of school policies and procedures as part of Key Stage team.
- To support individual/ group work across the curriculum to raise levels of achievement and to respond appropriately to pupils.
- Participation in working groups on curriculum matters.
- Contribute to curriculum development as part of training days and at any ongoing review meetings.
- Involvement in planning meetings.
- Attendance at staff meetings and appropriate training sessions as required.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- In consultation with teachers/senior managers, liaise with parents about transport arrangements and pupil behaviour.
- Development and preparation of curriculum materials.
- Support the use of ICT in learning activities and develop pupils' competence.

Vacancy: Teaching Assistant

Northern House School (City of Wolverhampton) Pupil Referral Unit

Northern House School



Date: June 2018

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies, e.g. literacy, numeracy.

Contribute to the ethos and priorities of the school

- Contribute to school improvement and development planning and promote the learning priorities of the SIP
- Contribute to the development and/or implementation of school policies
- Use the Performance Management Process to advance pupil learning and enhance professional practice in line with the school's aspirations and priorities
- Have lead responsibility for a subject or aspect of the whole school's work and develop plans which identify clear targets and success criteria for its development.
- Promote the wider aspirations and value of the school

This list of duties is not exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied subject to the needs of the school and in keeping with the general profile of the post.

It is your responsibility to carry out your duties in line with the Trust's policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and the Equality Act 2010.

Such other duties as may be appropriate to achieve the objectives of the post to assist the area in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The post holder must at all times carry out his/her responsibilities with due regard to the Trusts policy, organisation and arrangements for Health and Safety at Work.

Any variations to the job are a common occurrence and cannot of themselves justify a reason for a reconsideration of the grading of the job.

The post holder must ensure they are aware of all other policies and procedures, in particular those surrounding safeguarding of children.

The post holder must ensure they keep up to date of policies and procedures in relation to safeguarding of children and bring highlight any concerns to the relevant individual/agency any concerns that relate to the safeguarding of children, whether in school or out of school.

The post holder must ensure they maintain the strictest confidentiality in relation to any stakeholders of the Trust.

Signed..... Executive Head Teacher

Signed.....Job Holder

Date.....